

Travel Services

We provide information and resources for booking travel arrangements, including travel policies, air travel, hotels, and car rentals. We also manage Compass, the online tool used by Northwestern faculty and staff to book travel reservations.

Jeff Levin, Manager: 847.491.5993

Travel Agencies: Tower Travel: 866.682.8785
T100 Group: 847.256.7570
Intra World Travel: 847.491.6930

Vending

We manage the numerous beverage and snack vending machines on both campuses and operate refund banks.

Ellen Barnes, Manager: 847.491.3274

WildCARD

The WildCARD Office issues multipurpose photo ID cards and takes passport photos. The WildCARD can be used to gain access to university buildings and events; ride shuttles; complete transactions with ATMs, vending machines and copiers; purchase food through a University Meal Plan, and more.

Evanston campus office: 847.467.6843

Chicago campus office: 312.503.0548

Art Monge, Manager: 847.467.3135

wildcard@northwestern.edu

WildCARD Advantage Program

Hundreds of Chicago and Evanston area businesses offer discounts when you show your WildCARD or NU-issued ID card.

Jessica Jacobs, Manager: 847.467.2491

wildcardadv@northwestern.edu

University Services Staff Directory

Brian Peters

847.491.8420, b-peters2@northwestern.edu

Director of University Services

Jim Konrad

847.491.8121, j-konrad@northwestern.edu

Director of Purchasing Resource Services

Tom Luczkowiak

847.491.8411, t-luczkowiak@northwestern.edu

Senior Manager: Copier Management Program, Copyright Clearance, Mail Services, Motor Pool, and Duplicating Services

Ellen Barnes

847.491.3274, e-barnes@northwestern.edu

Manager: Calibration Services, Equipment Maintenance Program, Trademark Licensing, and Vending

Marge Grzeszczuk

312.503.5445, m-grzeszczuk@northwestern.edu

Manager: Chicago Parking, Lab Gases & Dry Ice, Shuttles and Charters, Chicago Internal Moves, and Chicago Central Receiving

Jeffrey Levin

847.491.5993, jhlevin@northwestern.edu

Manager: Business Office, Chicago Fitness, and Travel Services

Art Monge

847.467.3135, a-monge@northwestern.edu

Manager: WildCARD

Jessica Jacobs

847.467.2491, jessica-jacobs@northwestern.edu

Manager: Marketing and Communications

University Services Evanston Offices

Administrative Office

1801 Maple Avenue, Suite 2300

Evanston, Illinois 60201-3150

Phone: 847.491.7569

Fax: 847.491.3849

Purchasing Resource Services

2020 Ridge Avenue, 2nd Floor

Evanston, IL 60208-4303

Phone: 847.491.8120

Fax: 847.467.5400

WildCARD Office

Norris University Center

1999 Campus Drive, Underground Level

Evanston, IL 60208

Phone: 847.467.NUID (6843)

Mail Services, Computer Recycling & Motor Pool

2020 Ridge Avenue, 1st Floor

Evanston, IL 60208-4303

University Services Chicago Offices

Chicago Administrative Office

WildCARD Office

710 N. Lake Shore Drive

Abbott Hall, Room 100

Chicago, IL 60611

Phone: 312.503.1103

Business Office

710 N. Lake Shore Drive

Abbott Hall, Room 1404

Chicago, IL 60611

Phone: 312.503.0510

Northwestern University



University Services

University Services provides a wide array of products and services to the University community. From shuttles and travel to lab supplies, purchasing, WildCARDS and more, University Services has the service you need.

University Services

1801 Maple Avenue, Suite 2300

Evanston, Illinois 60201-3150

Phone: 847.491.7569

Fax: 847.491.3849

Email: userservices@northwestern.edu

www.northwestern.edu/userservices

For more information, visit:
www.northwestern.edu/userservices

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NORTHWESTERN
UNIVERSITY

Business Office

We handle accounting for all of University Services' goods and services not purchased through *iBuy*NU.

Jeff Levin, Manager: 847.491.5993

Theresa McClain, Dept. Assistant: 312.503.0009

Chicago Campus Fitness & Recreation

We manage memberships for Northwestern's Chicago students and employees eligible for discounted membership to The River East Club and the Chicago Park District's Lake Shore Park Field House.

Salem Marrougi, Dept. Assistant: 847.467.0662

Jeff Levin, Manager: 847.491.5993

The River East Club: 312.467.1111

Equipment

Copier Management program – We provide affordable options for purchasing and leasing copiers.

Tom Luczkowiak, Senior Manager: 847.491.8411

Equipment Maintenance program – We simplify equipment repair and preventative maintenance while saving money.

Ellen Barnes, Manager: 847.491.3274

Surplus Property Exchange – This is an online bulletin board for NU departments/schools to buy, sell, or exchange University-owned items.

Jessica Jacobs: 847.467.2491

Computer & Electronics Recycling program – We help students, faculty, staff and commercial tenants “e-cycle” their computers and electronics. Drop-off locations for students are available on both campuses, and a pick-up service is provided for all University-owned equipment.

Purchasing Resource Services: 847.491.8120

Laboratory Supplies & Services

Lab supplies, chemicals, alcohol, and scientific equipment may be ordered online through *iBuy*NU or at the VWR stockrooms located on both campuses.

Purchasing Resource Services: 847.491.8120

VWR Customer Service: 800.932.5000

Chicago Stockroom (Searle/Morton B-652): 312.503.7520

Evanston Stockroom (Tech KG-48): 847.491.8621

Stockroom Billing - Ellen Barnes: 847.491.3274

Lab Gases and Dry Ice – Supplies can be ordered and delivered to both campuses. Other services, such as gas analysis and tank monitoring, are also available.

Eric Middleton, Supervisor: 312.503.8828

Marge Grzeszczuk, Manager: 312.503.5445

labgas@northwestern.edu

Calibration Services – We offer a preventive maintenance program including cleaning and calibration of lab equipment.

Ellen Barnes, Manager: 847.491.3274

Lab Laundry Services – We provide laundry services for the labs and research community in Evanston and Chicago.

Theresa McClain: 312.503.0510

Mail Services

Mail Services delivers Evanston and Chicago campus mail, as well as domestic, international and bulk mail.

James Harrell, Evanston Supervisor: 847.491.8662

Chicago Mail Services Supervisor: 312.503.9162

Tom Luczkowiak, Sr. Manager: 847.491.8411

Mailrooms: 2020 Ridge, Dock 9: 847.491.7227

Tech Institute, #B158: 847.491.5424

Rebecca Crown Center, #G627: 847.467.2279

Morton Building, #B609: 312.503.8131

Marketing & Communication

We manage all communications, events, and promotions for University Services.

Jessica Jacobs, Manager: 847.467.2491

Moving Services

Moving services facilitates internal moves between locations on the Chicago campus.

Hank Jones, Supervisor: 312.503.8500

Marge Grzeszczuk, Manager: 312.503.5445

Chicago Campus Billing - Linda Stakenas: 312.503.8129

Evanston Campus - Contact Facilities Management: 847.491.5201

Duplication & Copyright Clearance

We serve all of your in-house copying needs, from copying flyers and creating binders for presentations, to producing course packets and signs. FedEx Office locations are on both campuses.

Agatha Collins, Assistant Manager: 847.503.8995

Tom Luczkowiak, Sr. Manager: 847.491.8411

FedEx Office Locations: Norris University Center: 847.491.3113

Chicago Campus: 312.503.8995

Purchasing Resource Services (PRS)

As the single point of contact for centralized procurement activities, Purchasing Resource Services (PRS) is here to help your department or school make informed purchasing decisions in accordance with University policy. We maintain and enforce the University's purchasing policies, establish Preferred Vendor contracts and agreements, approve purchases through NUFinancials, dispatch purchase orders and support, and maintain *iBuy*NU.

Samantha Kustra, Dept. Assistant: 847.491.8120

Jim Konrad, Director: 847.491.8121

purchasing@northwestern.edu

Shipping & Receiving

We handle University-related shipping and receiving for the Chicago campus and Evanston campus McCormick School of Engineering.

Chicago - Hank Jones: 312.503.8500

McCormick - Dwight Taylor: 847.491.5424

Trademark Licensing

We manage and license the use of the name, logos, trademarks, songs, mottos and mascots of Northwestern University and its schools.

Ellen Barnes, Manager: 847.491.3274

Transportation & Parking

Shuttle Services – We manage campus shuttles for students, faculty, and staff. All shuttles (except for the Train Station shuttles) are free with a valid WildCARD. Charter shuttle services are also available for official University business.

Linda Stakenas, Shuttle Assistant: 312.503.8129

Zenobia Robinson, Charter Services Asst. Mgr.: 312.503.4147

Marge Grzeszczuk, Manager: 312.503.5445

shuttle@northwestern.edu

Motor Pool Services – We provide cars, cargo vans, and minivans for lease or rental to students, faculty, and staff for official University business.

David Kite, Supervisor: 847.491.3560

Tom Luczkowiak, Senior Manager: 847.491.8411

Bobbi Jo Slusher, Evanston Reservations: 847.491.5075

Linda Stakenas, Chicago Reservations: 312.503.8129

Chicago Campus Parking – We manage permits, parking garages, and parking violation appeals for the Chicago Campus. Secure bike parking is also available on the Chicago Campus.

Andrea De Jesus, Program Assistant: 312.503.1103

Marge Grzeszczuk, Manager: 312.503.5445

chicagoparking@northwestern.edu